

**Yellow Medicine County Board of Commissioners
Policy Manual**

Policy Statement

TITLE

Yellow Medicine County Fairgrounds Use

CODE 801

REFERENCE

N/A

PERSONNEL RESPONSIBLE

County Board, County Administrator

EFFECTIVE DATE

December 23, 2014

UPDATED/AMENDED

June 23, 2015

November 8, 2016

POLICY

801.100 Policy Statement - This policy is enacted for the purpose of providing for the safe and peaceful use of the County Fairgrounds and for the safety and general welfare of the public utilizing the facilities located there.

801.200 - In order to accomplish the above, the Yellow Medicine County Board of Commissioners (the Board) have the following responsibilities:

801.201 - Maintenance of the Facilities.

Assure the grounds and buildings will be well kept and safe for access by the general public. The grounds will be maintained for

their intended purposes (race track, midway, and parking).

801.202– Authorization of Activities:

Authorize all activities occurring at the Fairgrounds (except for those authorized by the Fair Board during the week of the County Fair).

a. Yellow Medicine County residents may request usage of the buildings or grounds for private events.

- i. Individuals will enter into a Yellow Medicine County Fairgrounds Use Agreement that is available from the Administration Department of the County.
- ii. Individuals will pay a rental fee as set by the Yellow Medicine County Board.
- iii. Individuals will assure they have secured appropriate and sufficient Liability Insurance as recommended by the Board for the event they are sponsoring.
- iv. Individuals wishing to serve alcoholic beverages at their events shall use the services of appropriate vendors who meet the qualifications set forth in the Yellow Medicine County Fairgrounds Use Agreement.

b. Private businesses may rent the buildings and/or grounds for professional events (racing, tractor pulls, concerts, etc.).

- i. Businesses will enter into a Yellow Medicine County Fairgrounds Use Agreement that is available from the Administration Department of the County.
- ii. Businesses will pay a rental fee as set by the Yellow Medicine County Board.
- iii. Businesses will assure they have secured appropriate and sufficient Liability Insurance as approved by the Board, for the events they are sponsoring.
- iv. Businesses wishing to serve alcoholic beverages at their events shall use the services of appropriate vendors who meet the qualifications set forth in the Yellow Medicine County Fairgrounds Use Agreement.

801.203 – Winter Storage Program:

Manage the Winter Storage program.

- a. Residents may request to store items at the Fairgrounds to include campers, boats, motorcycles and vehicles.
 - i. Individuals will pay a rental fee as set by the Yellow Medicine County Board.
 - ii. Individuals must sign a Waiver of Liability form indicating they understand the County does not assume liability for their property while in county storage.

801.204 – County Fair:

Provide funding to the Fair Board to operate a County Fair one week during each calendar year.

- a. The Fair Board does assume control and responsibility for the property and grounds two (2) weeks prior to the Fair and two (2) weeks following the Fair events.
- b. The Fair Board shall establish Operating Guidelines that are approved by the Yellow Medicine County Board. The Guidelines will establish operating procedures, designation of Officers and their respective duties, and purchasing and spending authority procedures.
 - i. The Fair Board shall assure the buildings and grounds are maintained during the week of the Fair and that any damages resulting from Fair activities are repaired.
 - ii. The Fair Board must assure there is current liability coverage through MCIT for their actions and responsibilities as the Fair Board.
 - iii. The Fair Board shall assume responsibility for all activities, including contracts with outside vendors that occur during the week of the Fair.
 - i. The Fair Board shall enter into Use Agreements and/or contracts that outline the legal parameters for use of the Fairgrounds.
 - ii. Specifically, all Contractors shall have Liability Insurance as recommended by the Minnesota Counties Intergovernmental Trust.

